

QUICK REFERENCE: NOTICE OF A MEETING & WRITTEN NOTICE

Type of Meeting	Type of Notice	Notice Includes	When Notice is Sent	PRISE	Short Procedural Safeguards Statement	Additional Requirements
IDENTIFICATION						
	Notice of a meeting		Early enough to ensure parental participation	X		
	Written notice that no evaluation will be conducted		Within 15 days of the meeting		X	Provide a copy of: N.J.A.C. 6A:14 N.J.A.C. 1:6A
	Written notice that an evaluation will be conducted	What evaluations will be conducted; by whom	Within 15 days of the meeting		X	Provide a copy of: N.J.A.C. 6A:14 N.J.A.C. 1:6A Request for consent to evaluate
ELIGIBILITY						
	Notice of a meeting		Early enough to ensure parental participation	X		Evaluations-not less than 10 days before the meeting
	Written notice that the student is not eligible		Within 15 days of the meeting		X	
	Written notice that the student is eligible		Within 15 days of the meeting		X	See requirements below for initial IEP notice.
INITIAL IEP						
	Notice of a meeting		Early enough to ensure parental participation	X		
	Written notice		Within 15 days of the meeting		X	Request for consent to implement the IEP

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ANNUAL REVIEW						
	Notice of a meeting		Early enough to ensure parental participation	X		
	Written notice of changes to the IEP		Within 15 days of the meeting		X	If the IEP is used as notice, the entire IEP must be translated into native language.
REEVAL PLANNING						
	Notice of a meeting		Early enough to ensure parental participation	X		
	Written notice that no assessment will be conducted		Within 15 days of the meeting		X	Notice of the parent's right to request an assessment to determine continued eligibility
	Written notice that assessments will be conducted	What assessments will be conducted; by whom	Within 15 days of the meeting		X	

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REEVAL ELIGIBILITY						
	Notice of a meeting		Early enough to ensure parental participation	X		
	Written notice that the student is no longer eligible		Within 15 days of the meeting		X	
	Written notice that the student continues to be eligible		Within 15 days of the meeting		X	The IEP must be reviewed and if needed, revised. See notice requirements above for IEP meeting.

The notice requirements above apply to students who are Eligible for Special Education & Related Services and to students who are Eligible for Speech-Language Services.